

IDAHO HVAC BOARD MEETING

Tuesday – October 24, 2006 – 9:00 A.M.

**Red Lion Templins Hotel
414 East First Avenue
Post Falls, ID 83854**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Patrick R. Minegar at 9:02 a.m. on Tuesday, October 24, 2006.

Board Members Present:

Patrick R. Minegar, Chairman
Carol Alexander
Dan Brizee
Steve Brown
Jim Byrer
Tom Daniels
Mike Wisdom

DBS Staff Members:

John A. McAllister, Administrator
Steve Keys, Deputy Administrator, Operations
Al Caine, Licensing Program Supervisor
Russ Owen, HVAC Inspector Supervisor
Lorraine Mallett, Administrative Assistant

Board Members Absent:

None

ADDITIONS TO AGENDA: Jack Walden, Heat, Inc. requested ‘permit fees and financial processes’ be discussed.

MEETING MINUTES MOTION: Jim Byrer moved to approve the August 8, 2006 minutes. Steve Brown seconded. Carol Alexander and Mike Wisdom requested the minutes reflect their absence from the meeting. All in favor, motion passed.

◆ **Finance Report**

Steve Keys reviewed the report. Within the next few months, the HVAC Bureau will repay the Plumbing Bureau the balance owing on HVAC’s initial “start-up” fees.

MOTION: Dan Brizee moved to send a letter to the Plumbing Board, once final payment is made, thanking them for their aid in getting the program started. Mike Wisdom seconded the motion. All in favor, motion carried.

◆ **2007 HVAC Board Meeting Schedule/Calendar**

Out-of-town meetings will be moved to Wednesdays to coincide with Plumbing and Electrical Board meetings, minimizing travel for DBS staff. Revised dates: May 9, 2007; Idaho Falls and August 8, 2007; Post Falls.

◆ **NOV Failure to Permit Letter**

The NOV (Notice of Violation) letter sets the stage for civil penalties and builds a record of repeat offenders. Civil penalties have been approved by the Board, however; they are unenforceable until new legislation is reviewed and approved by Legislature.

◆ **Flat Rate Fee**

The Division, with the approval of all Boards, is striving towards creating a flat rate fee schedule for permits. The audience voiced their opinion on “block” permits and Division payment procedures.

ACTION: The Board needs to consent to the flat rate fee for the Division to move forward in incorporating the fees into their new software program.

◆ **Liquid Petroleum Gas (LPG) Specialty License – Curriculum Development**

Baron Glassgow, Rocky Mountain Propane Association, along with representatives from Industrial Training Services, Inc. (ITS), presented a proposal for development of the LPG Specialty License.

ACTION: The Board agreed the LPG industry should proceed with defining the curriculum, testing and certification with ITS. Al Caine is to be the liaison between the LPG industry and the HVAC Board.

◆ **Hearth Update**

Mr. Caine proposed, as an alternative to the certification requirements, an exam developed by Idaho Hearth Industry experts and ICC, HVAC’s testing institute. A lengthy discussion ensued on the concept of several separate specialties and education within the hearth industry.

MOTION: Dan Brizee made a motion authorizing Al Caine to work with ICC in developing one test, which will cover both hearth and limited gas piping. Mike Wisdom and Jim Byrer seconded the motion. All in favor, motion carried.

◆ **Five Year Apprenticeship Registration**

Apprentices are currently losing required registration time towards apprenticeship due to lack of properly maintaining registration with the State. Mr. Caine proposed a five year apprentice registration (up front) rather than an annual registration. As part of the five year registration, the apprentice would be allowed up to one year from the date of initial registration to become enrolled in a training program.

MOTION: Steve Brown moved to support the concept of the five year apprentice registration. Jim Byrers and Carol Alexander seconded. All in favor, motion carried.

◆ **NIBCA Letter**

The North Idaho Building Contractors Association (NIBCA) requested, via correspondence, the Board’s consideration in instituting a challengeable journeyman’s exam. Mr. Caine addressed placement exams currently used in other Bureaus within the Division of Building Safety.

MOTION: Carol Alexander made a motion for the Board to seek development of placement exams through ICC. Dan Brizee seconded the motion. All in favor, motion carried.

◆ **Licensing and Outreach Report**

The agency is working toward promoting a better rapport with the building industry by having DBS representatives present an overview of the licensing requirements to all first year apprenticeship classes, circulating a Division quarterly newsletter to all licensees, and sponsoring a four-hour course for Electrical contractors called, "Contractor Procedures in Idaho".

◆ **New Business**

Mr. Brizee requested that the next DBS newsletter remind HVAC contractors of the importance, during winter months, of re-establishing heat to customers in a timely manner. He also asked the agency to reiterate to inspectors the need to record a message on their cell phones identifying who is covering their area when they are unavailable for any period of time.

Mr. Jim Bledsoe, representing the HVAC Contractor in the state of Idaho, requested two Board members resign; both members declined.

Chairman Minegar adjourned the meeting at 12:28 p.m.

STEVE KEYS
DEPUTY ADMINISTRATOR, OPERATIONS

DATE

JOHN A. MCALLISTER
ADMINISTRATOR, DIVISION OF BUILDING SAFETY

DATE

PATRICK R. MINEGAR
CHAIRMAN, HVAC BOARD

DATE